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Security Information

MAR 4 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Monthly Personnel Statistical Review.

1. The attached Monthly Personnel Statistical Review covering the month of January 1953 represents the first of a series of monthly reviews which it is planned to issue regularly each month. This first monthly review presents only a few basic evaluations and statistical tables designed primarily to provide a uniform and standard foundation on which to build and enlarge the Personnel Statistical Program of CIA. Later, after two or three monthly reviews have been prepared under the same format, we plan to add more statistical tables including appropriate graphs and charts.


2. The Monthly Personnel Statistical Review is divided into four convenient parts i.e. General, DDP Group, DDI Group, and DDA Group. Each part has been developed as a complete package in itself and may appropriately be separated and forwarded to the Deputy Directors concerned each month. The General part of the review is designed to provide appropriate statistical summaries and comparisons between Deputy Director Groups while each Deputy Director package provides Office comparisons within each Group.

3. Applicable parts of the January review have been forwarded to the Deputy Director for Plans and the Deputy Director for Intelligence as tentative sample copies for their review and comment. Separate statistical packages have not been prepared for the Office of Training and Communications. We will, however, prepare an extract copy of information pertaining to their activities. The Comptroller might well benefit by receiving a complete review each month, especially since much of this information is now being supplied to his Office on a "piece meal" basis.

4. Your Office, except for distribution within the Personnel Office is the only Office which received copies of the full review including all four parts. However, with your approval, we would like to include the Comptroller on subsequent distributions.

5. It is recognized that a review such as this must be distributed earlier in the month to be of maximum value to the users. Accordingly, we are setting the 20th day of the month as the initial goal for subsequent monthly reviews. This time may be reduced somewhat after current major reorganizations have been completed which, at the present time, require numerous manual checks, counts, and cross-referencing of statistical data to provide the necessary continuity between organizational elements undergoing reorganization.

Attachments.


W. H. H. MORRIS, JR.
Assistant Director (Personnel)

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